



Job Description

Position: Parish – Director of Religious Education/RCIA/Adult Education

Status: _____ Full Time _____ Part Time
 _____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

The Director of Religious Education has full administrative responsibilities for the overall faith formation program to meet the needs of the Parish.

This is a full-time salaried year-round position requiring 40 hours per week which includes some nights and weekends. Employee is exempt from overtime wages under the new labor law. The DRE reports directly to the Pastor. Duties are carried out under the general direction of the Pastor.

Minimum Qualifications

Education, Training, Abilities and Experience

- Practicing Catholic in good standing with the Church who demonstrates pastoral skills and sensitivity and the ability to work with a broad spectrum of people.
- Masters or Bachelor Degree in Theology, Religious Studies, Education or acceptable equivalent Professional Experience: Preferably a religious education or teaching background.
- Demonstrable organizational and administrative skills.
- Demonstrable understanding of R.C.I.A. and sacramental preparation, working knowledge of the Catholic faith.
- Computer proficiency.
- Ability to organize and manage small and large group meetings.
- Ability to manage multiple projects at once; attention to detail.

- Must undergo background checks and maintain compliance with all Diocesan Safe Environment Requirements.

Primary Duties and Responsibilities

Education Ministry: Children

- Oversee and coordinate the faith formation of the Parish children (Preschool to Grade 12) who do not attend Catholic School through Families in Faith (*FIF*).
- Recruit catechists and provide spiritual and catechetical formation.
- Participate in and represent the parish at local and regional Diocesan meetings, workshops and conferences.
- Coordinate the access and inclusion of children with special needs and children from the local Burmese Community.
- Conduct registration, prepare schedules, budget, maintain records for religious education programs, and work closely with the Pastor regarding responsibilities.

Adult Religious Education Programs

- Coordinate and implement programs for parents and other adults.

Sacramental Preparation:

Rite of Baptism

- Interview parents seeking baptism for their infants or young children.
- Assist the Pastor in preparing parents and godparents for Baptism.

Preparation of Parish Children for First Reconciliation and First Eucharist

- Plan and organize parent/child meetings with the assistance of the Pastor.
- Provide a structure for the catechesis of the children.
- Communicate with parents/guardians on a regular basis.
- Provide families with resources for sacramental preparation at home.
- Recruit volunteers as needed (ex. Catechists, Child Care etc)
- Plan and organize an event to summarize each sacramental formation process (e.g. Retreat day, family interview/dialogue, etc.)
- Plan sacramental celebrations with the assistance of the Pastor.
- Organize parish receptions after the celebration of First Eucharist.

Preparation of Parish Youth in Grades 7-8 for Confirmation

- Plan and organize parent/youth meetings with the assistance of the Pastor.
- Provide structure and content for catechesis of the *Confirmandi*.
- Communicate with parents/guardians on a regular basis.
- Be an active member of the Confirmation Core Team.
- Recruit volunteers as catechists and aides.

- Plan Confirmation Retreat.
- Plan Confirmation liturgy and reception with Core Team, *Confirmandi* and Pastor.

R.C.I.A.

- Coordinate the RCIA program for adults, teens, and children.
- Communicate with families on a regular basis.
- Support the RCIA adult Team.
- Contact individuals/families interested in the RCIA program.
- Develop appropriate lesson plans for the RCIA process.
- Work with the Pastor in planning retreat, rituals and Easter Vigil reception of Sacraments of Initiation.
- Responsible for educating the Parish community concerning the RCIA process (Bulletin Inserts etc.)
- Provide training for Team members and sponsors.

Other

- Be available to attend Parish Council meetings as a Faith Formation Liaison.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have reviewed this Job Description and agree that it is an accurate representation of the organization of the responsibilities of the position. I am able to perform the essential functions of this position with/without reasonable accommodations. I understand that, as the Parish's needs change, my job description will change.

Employee Signature

Date

Pastor Signature

Date